

<b>Committee(s)</b>	<b>Dated:</b> 23/05/2022
Licensing Committee	
<b>Subject:</b> Licensing Service Business Plan 2021/22: Progress Report	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1, 2, 5, 6
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>Report of:</b> Executive Director Environment	<b>For Information</b>
<b>Report author:</b> Joanne Hill, Senior Business Planning & Compliance Officer	

### Summary

This report provides an update on progress made by the Licensing Team against its key strategic and operational business objectives for 2021/22.

### Recommendation(s)

Members are asked to note the content of this report.

### Main Report

#### Background

1. In February 2022, your Committee received a report which included the 2021/22 High-Level Business Plan of the Port Health and Public Protection Division of the former Department of Markets and Consumer Protection. This Plan was supported by underlying, detailed plans for each team within the division.
2. The 2021/22 Licensing Team's Business Plan set out a number of strategic and operational business objectives against which performance would be monitored throughout the year. The objectives were selected to be representative of the key elements of work carried out by the Licensing Team.

#### Current Position

3. To keep your Committee informed, this report provides (at Appendix A) a summary of the progress made by the Licensing Team in the delivery of key strategic and operational business objectives during 2021/22. This enables Members to ask questions and have an input into areas of particular importance to them. Members are welcome to ask the Director and Licensing Manager for additional information throughout the year.

4. Progress against business plans is monitored throughout the year and is regularly discussed by Senior Management to ensure any issues are resolved at an early stage.

### **Corporate & Strategic Implications**

- **Strategic implications** – The monitoring of key business objectives links to the achievement of the aims and outcomes set out in the Corporate Plan 2018-23.
- **Financial implications** - The full end of year financial position for 2021/22 will be detailed in the Chamberlain's Outturn report which will be presented to your Committee separately.
- **Resource implications** - None
- **Legal implications** - None
- **Risk implications** - Risk is reviewed regularly by the Senior Management Team as part of the ongoing management of operations. In addition to the flexibility for emerging risks to be raised as they are identified, a process exists for in-depth periodic review of the risk register. The Department's Risk Register currently includes no Red or Amber risks specifically related to the Licensing Service.
- **Equalities implications** – None
- **Climate implications** - None
- **Security implications** - None

### **Appendices**

Appendix A – Summary of progress against key business objectives 2021/22

### **Background Papers**

'Draft Markets and Consumer Protection High-Level Business Plan 2021/22'  
(*Licensing Committee 3 February 2021*)

### **Contacts**

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